



We invite applications for the position of:
FINANCIAL ANALYST I/II*

Financial Analyst I - \$73,821.54 to \$86,848.84 Annually
Financial Analyst II- \$81,475.94 to \$95,853.94 Annually

"I enjoy working in FASD because the work is both challenging and fulfilling and that has enabled me to grow professionally." - Rafaela O. Duran, Financial Analyst II

Why Consider Working for the City of Mountain View?

It's simple. You'll be joining a team of talented professionals in a fast-paced, dynamic work environment dedicated to serving the Mountain View community. At the City of Mountain View, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing essential public services to our residents and businesses on a daily basis. Here is an exciting opportunity for a highly qualified professional to join a great organization and make valuable contributions as a Financial Analyst I/II in the Finance and Administrative Services Department.

This key position will support the budgeting and forecasting process and provide assistance to the Principal Financial Analyst on special projects, administrative studies and a variety of analyses. You can review the detailed job description for the Financial Analyst I/II on the City's website [here](#).

What You'll Do

- Participate as a team member in the development, coordination and monitoring of the City's budget and forecast; analyze costs; prepare a variety of fiscal, administrative and management reports.
- Work with the City's financial system to prepare accounting journal entries and budget adjustment entries as well as budget data entry.
- Update and prepare complex excel spreadsheets and reconcile data for accuracy.
- Perform research and statistical analyses; compile and analyze data, prepare summary reports.
- Work with staff from all departments to provide information and assist with financial data and analysis.
- Conduct special projects, as requested.

Who You Are

- A skilled and diligent professional who has confidence in working with numbers.
- Exceptional communicator (oral and written) with strong interpersonal skills.
- A person who enjoys doing research and has superior analytical and computer skills (specifically in excel).
- A detail-oriented professional adept at juggling multiple priorities in order to meet tight deadlines, while bringing a high level of organization and accuracy to every project.
- An individual who is motivated, team oriented, reliable and able to thrive in a fast-paced environment.

What You Bring:

Financial Analyst I

- Graduation from an accredited college or university with a bachelor's degree in accounting, economics, public or business administration or a closely related field.
OR
- Associate of arts degree in accounting or a closely related field and two years of full-time experience at the Administrative Aide level with the City of Mountain View.
- May need to possess a valid California driver's license as required by the position.

Financial Analyst II

- Two years of full-time administrative and analytical experience equivalent to the position of Financial Analyst I with the City of Mountain View.
- Graduation from an accredited college or university with a bachelor's degree in accounting, economics, public or business administration or a closely related field.
- May need to possess a valid California driver's license as required by the position.

Bonus Points (highly desirable)

- Experience or training in budgeting, forecasting, complex financial analytical techniques, and/or governmental accounting.
- Prior experience in a public agency or close interaction with public agencies.

About our Team

The Finance and Administrative Services Department is responsible for the administration of the financial affairs and internal support activities of the City. The Department provides financial, analytical, purchasing and document processing, and Workers' Compensation and liability support to all City departments and programs; manages the City's investment portfolio; and coordinates the City's budget process and annual independent audit. Specifically, the Department processes payroll, accounts receivable, utility billings, all City revenues, accounting entries, accounts payable, financial reporting, purchase orders, and Council reports and other documents to Council. The Department is also responsible for warehousing, copying, document production, and mail for internal support functions. In addition, the Department provides staff support to the Council Finance Committee and Investment Review Committee.

What We Offer

- Comprehensive benefits package including generous paid leave and health benefits.
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction.
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree.
- Professional development funds - \$800.00 annually.
- Employee appreciation events throughout the year.
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program.

Are You Ready? Apply.

Submit application, supplemental questions and resume online at www.calopps.org or the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309.

Deadline: 5:00 p.m., **Friday, October 23, 2015**, or until 200 applications are received, whichever occurs first. Qualified candidates are encouraged to apply early!

Interview Process

Candidates with the most relevant qualifications will be invited to the following process:

- Skype Interviews -depending on the number of candidates, the first round of interviews may be conducted via Skype.
- Practical Exam (Pass/Fail).
- Practical Exam and Oral Board Interview (weighted 100%).
- Department interview(s) with the Finance and Administrative Services Department staff for a more in-depth discussion regarding the Financial Analyst I/II position and their qualifications for the position.

Depending on the number of applications, the above process may be altered.

The Fine Print

***Financial Analyst I/II is a working title. The official job classification for this position is Administrative Analyst I/II.** Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification, reference check, a criminal history questionnaire and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

CITY OF MOUNTAIN VIEW FINANCIAL ANALYST I/II

Supplemental Questionnaire

Please answer the following questions and submit with the application. Please no more than one page for each question.

1. Please list your level of expertise using Microsoft Excel.
 - ☐ Advanced (graphs, pivot tables, creating and linking formulas)
 - ☐ Intermediate (basic formulas, color-coding, sorting, filters)
 - ☐ Beginner (basic data entry)
 - ☐ No Experience
2. Please indicate the functional areas you have DIRECT experience working in (check all that apply).
 - ☐ Accounting, Accounts Payable, Accounts Receivable
 - ☐ Budget Development and Administration
 - ☐ Forecast Development and Analysis
 - ☐ Debt Administration, Cash Flow, Investments
 - ☐ No Experience
3. Please briefly describe your professional experience in each of the following areas applicable in Question #2 above.
4. Please describe your most challenging project. Name two issues that were most difficult and describe how you approached those challenges.
5. Please describe your experience with report writing. Provide some examples of types of reports you have written.